GUIDELINES FOR
FULL-TIME CONTINUING CONTRACT FACULTY APPOINTMENTS
CENTER FOR URBAN SCIENCE AND PROGRESS (CUSP)

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I. Introduction

Full-Time Continuing Contract Faculty (C-Faculty) are a distinct and important part of CUSP’s academic community that contributes significantly to CUSP’s academic mission. This policy governs the hiring, review, and reappointment and promotion of Full-Time Continuing Contract Faculty and is intended to recognize the contributions this group of faculty makes to CUSP’s commitment to teaching excellence, traditional research, and other forms of scholarly achievement and service within the academic community. CUSP is committed to providing our students with an education that extends beyond the classroom and prepares them to advance knowledge, scholarship and innovation in the real world. The professional experience, guidance and accomplishments of our Full-Time Continuing Contract Faculty are integral to realizing this mission. The development of this policy has been reviewed with Continuing Contract Faculty and any proposed amendments to this policy will be submitted in writing in advance to Continuing Contract Faculty for review and discussion before being put to a vote. Every Five years, the Director of CUSP will appoint a committee of faculty and administrators to review this policy. Working with the Director, the committee will prepare a written report, including the success of and/or challenges in implementing the policy, which will be provided to the Provost of the University.

II. Scope of these Guidelines

These guidelines apply to Full-Time Continuing Contract Faculty as they are defined in New York University Bylaw 87(a), Full-Time Continuing Contract Faculty Appointments. C-Faculty “are faculty who are not Tenured/Tenure Track Faculty and who: (i) have full-time appointments; (ii) have titles or appointments that do not prohibit indefinite contract renewals; and (iii) are not visiting faculty (including persons who have tenure or are on the tenure track at another institution and persons who are on leave from another institution or company.)”

III. Titles and Terms of Employment

A. Titles and Areas of Responsibility for C-Faculty

Full-time Continuing Contract Faculty are experienced practitioners, teachers and researchers in their areas of specialization. At CUSP, the C-Faculty title is:

**Professor of Practice.** The Professor of Practice’s primary role involves teaching, student advising, and mentoring. The normal teaching load for Professors of Practice is six courses per year, although responsibility for coordination of the Masters students’ intensive project course may reduce the classroom teaching load. Teaching faculty are encouraged to develop and create innovative curriculum and new course syllabi and engage in program review, accreditation compliance and assessment of curricula. Faculty appointed with this title will possess advanced academic credentials (i.e., MA, MS or PhD), will be full-time members of CUSP, and will have a demonstrated interest in pedagogy. Titles may include assistant professor of practice, associate professor of practice, or professor of practice.

B. Terms of Employment

Each full-time contract faculty appointment is to be secured by a written contract, specifying a fixed term, signed by the parties to it, and filed with the University Office of Academic Appointments prior to commencement of employment. Such contracts shall include the following terms negotiated between the faculty member and the appropriate administrator with the authority to do so, and approved by the Director of CUSP:

- start and end dates of the appointment;
- an indication of whether the faculty member is eligible to be considered for reappointment upon conclusion of the current contract;
- academic responsibilities, compensation, and obligations of the appointment;
- particular responsibilities and benefits; and
- agreement to be bound by applicable University policies.

In accordance with University Bylaws, Section 87(b), Contracts and Titles, the appointment of C-Faculty automatically terminates at the close of the period of time stipulated in the contract, unless there is an official
notice of renewal. By signing the contract, appointees acknowledge that they have received adequate notice of their termination date. Thus, reappointment can be achieved only by CUSP taking affirmative action to do so.

C. Duration of Contracts.
Within the framework of CUSP’s long term staffing plans, extended periods of employment support continuing involvement with students and colleagues and provide an appropriate and desirable element of job security. As such, CUSP C-Faculty appointments will typically be secured by a three-year contract with renewable terms, unless a one-year renewable contract is more appropriate based on CUSP’s academic curricular needs. A member appointed on successive one-year contracts who successfully completes the three year review shall be eligible for a three year contract.

D. Participation in CUSP’s Governance
In accordance with University Bylaws, Section 82(c), Faculty Membership, College and School Governance, the C-Faculty of CUSP may hold their own faculty meetings and may participate in joint meetings with CUSP’s tenured/tenure track faculty, whose primary appointments reside in an NYU school or college.

IV. Hiring, Reappointment, and Promotion
Appointment processes for C-Faculty reflect CUSP’s overriding commitment to enhance academic excellence and to provide students with the best available educational experience. Thus, each C-Faculty appointment and reappointment shall be evaluated in the light of the contribution it makes to the distinct excellence of CUSP, and shall exemplify the university’s commitment to appoint and retain the best faculty in all disciplines.

The hiring process includes consultation with NYU’s T/TT faculty who have joint appointments in CUSP and also provides for meaningful C-Faculty input. For example, T/TT faculty and C-Faculty members will have the opportunity to review the CV’s of potential candidates for hire and provide comment.

A. Eligibility and Criteria for Reappointment and Promotion.
Faculty appointed under three-year full-time contracts may be eligible for reappointment. CUSP contracts will specify whether this is the case. CUSP will provide regular annual written feedback to faculty on three-year contracts regarding their performance based on standards embodying the highest levels of achievement, as noted in Section B. below. However, even in those cases in which a candidate satisfies the appropriate standards of achievement, the decision to reappoint or promote may be impacted by curricular, structural, or financial changes. Curricular or structural changes do no automatically warrant a denial of reappointment. In such event, the review would focus on whether the CUSP professor would be able to teach in the revised curriculum or academic structure and, if so, in what capacity.

Where a position is to be eliminated at the end of the contract term and there is no similar position open, there is no reappointment process; however, the faculty member may request a performance review for career development to be conducted within a time framework specified beforehand. If the reason not to reappoint is due to curricular, structural or financial change an attempt will be made to determine whether the not-reappointed faculty member would be qualified to fill another vacant position, if one is available, and if qualified, the faculty member will be considered for such a position. Absent that, the reason not to reappoint will be clearly stated in a report not to reappoint, which will be made available to the faculty member.

B. Reappointment for Three-Year Contracts.
Reappointment requires a formal review process. During the first week of the academic year in the penultimate year of an appointment, faculty member receives notification that she/he is up for review. The process shall be conducive to ensuring that candidates for reappointment and promotion exhibit the highest level of performance and achievement – in teaching, or traditional research and scholarship or administrative duties for faculty whose responsibilities are primarily administrative. See Appendix A
Review for reappointment/non-reappointment is conducted in the penultimate year of the initial term of appointment and completed by the end of that penultimate year. In the event of a decision to reappoint, the C-Faculty shall complete the remainder of his/her term and shall be reappointed normally for another three-year term. Subsequent appointments will be for three years unless a one year contract is more appropriate based on CUSP’s academic curricular needs. In the event of a decision not to reappoint, the contract faculty member shall be notified of the intention not to reappoint no later than August 31st of the penultimate year, and shall continue to be under contract for the final year. The renewal and promotion process under multi-year contracts includes grounds for stopping the contract clock for reasonable cause, e.g., medical, personal, as primary caregiver for child, spouse, parent, same sex domestic partner, or by contractual stipulation or negotiation.

The review of a C-Faculty member with an appointment of three years or more that terminates on August 31 begins in the penultimate year of the appointment and will follow the general time line below:

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Distribution of Professional Activities Form</td>
<td>Mid-February</td>
</tr>
<tr>
<td>• C-Faculty submits form to Deputy Director</td>
<td>Mid-March</td>
</tr>
<tr>
<td>• Review Committee Report sent to Deputy Director</td>
<td>Mid-April</td>
</tr>
<tr>
<td>• Deputy Director submits Reappointment Recommendation to Director</td>
<td>Mid-May</td>
</tr>
<tr>
<td>• Director makes determination regarding reappointment. If the Director’s determination is contrary to the review committee’s recommendation, the Director will provide the committee with the reasons for the determination. The committee will then have 10 days to provide additional input before Director’s determination is finalized.</td>
<td></td>
</tr>
<tr>
<td>• Last day to provide written notice to C-Faculty member</td>
<td>August 31</td>
</tr>
</tbody>
</table>

CUSP’s process for review of three-year contracts, including promotion reviews, will include:

• a review committee, which is advisory to the Deputy Director and the Director, comprised of one senior C-Faculty and two NYU T/TTF who have joint appointments in CUSP;
• a statement to be provided by the Deputy Director for Academics of the academic criteria in the areas of teaching, program development, research and scholarship, and service that will guide the committee’s evaluation (Appendix A);
• the criteria of assessment in effect at the time, which shall be available to the faculty in print or on the web;
• the grounds for stopping the contract clock for reasonable cause, e.g., medical, personal, as primary caregiver for child, spouse, parent, same-sex domestic partner, or by contractual stipulation or negotiation; and
• the grounds for grievance and appeal as laid out in Section V below.

Review for reappointment and promotion shall consider curricular and structural changes and improvements in academic programs.

In addition to formal reviews at the time of potential reappointment, each C-Faculty member on a three-year contract shall annually submit to his/her Deputy Director an activity report, using an activity report form, which shall be provided to each C-Faculty member 30 days in advance of its due date. This form will serve as the basis for an interactive performance review discussion with the member’s Deputy Director to provide performance feedback to the faculty member.

C. Reappointment on One-Year Full-Time Contracts.
CUSP Deputy Directors shall conduct a performance review of and provide feedback to each member reporting to them. C-Faculty may be reappointed to a series of one-year full-time contracts. Performance reviews under one
year contracts will occur between Mid-January and Mid-February with the faculty member receiving oral performance feedback with an assessment of potential for contract renewal, areas of strengths and areas of weakness that require improvement for contract renewal. As is the case in 3-year contracts, eligibility to be considered for reappointment does not guarantee reappointment. If the reason not to reappoint is due to curricular, structural of financial change an attempt will be made to determine whether the not-reappointed faculty member would be qualified to fill another vacant position, if one is available, and if qualified, the faculty member will be considered for such a position. Absent that, the reason not to reappoint will be clearly stated in a report not to reappoint, which will be made available to the faculty member.

In the first semester of the third year of continuous appointments, a C-Faculty member shall be subject to formal review comparable to those to which faculty members on 3-year contracts are subject, in keeping with the spirit of the proviso of the New York University guidelines for fulltime continuing contract faculty appointments. The timetable for a formal review is shown below assuming the appointment terminates on August 31. The review of a C-Faculty member with a one-year contract that terminates on August 31 follows the general time line below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of Professional Activities Form</td>
<td>Mid-December</td>
</tr>
<tr>
<td>C-Faculty submits form to Deputy Director</td>
<td>Mid-January</td>
</tr>
<tr>
<td>Review Committee report sent to Deputy Director</td>
<td>Mid-February</td>
</tr>
<tr>
<td>Deputy Director submits Reappointment Recommendation to Director</td>
<td>Early April</td>
</tr>
<tr>
<td>Last day to provide written notice to C-Faculty member.</td>
<td>May 1</td>
</tr>
</tbody>
</table>

A faculty member whose period of appointment is due to terminate on a date other than August 31 will be notified of his/her non-reappointment four months prior to termination of the appointment, with review dates being adjusted accordingly. A member appointed on successive one-year contracts who successfully completes the three year review shall be eligible for a three-year appointment.

**D. Rank and Promotion.**

The rank of C-Faculty appointed at CUSP is determined according to the following guidelines: Appointments at the Assistant level are generally made for individuals who possess 5 years work experience or less. Appointments at the Associate level are generally made for individuals who possess more than 5 years prior experience. Appointments at the Full or Senior level are generally made for individuals who possess more than 10 years of prior experience and a demonstrated record of excellence.

C-Faculty members who are hired at the rank of Assistant may apply for promotion to Associate, and C-Faculty members at the rank of Associate may apply for promotion to Full Professor. Typically, C-Faculty members will ordinarily have spent at least three years at the rank of Assistant Professor to be eligible for promotion to Associate Professor and another three years at the Associate rank before applying for promotion to the rank of Full Professor.

The Review Committee for promotion will prepare a written review for the CUSP Deputy Director evaluating and summarizing the evidence of accomplishment, noting areas that require improvement, and making a recommendation regarding promotion and contract length (when applicable). A majority vote of of the Review Committee shall be required for a successful review and all votes shall be by secret ballot to determine the majority of opinion. If there is a division of opinion, the dissenting opinion should be appended to the majority review. See Appendix B.

The CUSP Deputy Director will submit the promotion recommendation to the Director for a determination regarding the promotion. Once the Director’s determination is finalized, the Deputy Director will provide the
faculty member with a written summary that includes suggestions for professional development and a recommendation regarding appointment and will meet with the candidate to discuss the committee’s evaluation as well as his or her own assessment and continuing programmatic need for the appointment. In all cases of an appeal to a negative decision related to promotion by the Director, the candidate will have access to the Review Committee’s report including its recommendations.

V.  Grievance Procedure
The grievance and appeal procedures in CUSP will follow the process outlined in the University Guidelines for Full-Time Continuing Contract Faculty. With particular respect to CUSP, (i) these procedures apply to all C-Faculty CUSP members, but do not include CUSP C-Faculty who hold a tenured/tenure track appointment in a different NYU unit; (ii) processes in the Guidelines that apply to ‘school’ and ‘dean’ shall apply to CUSP and the Director of CUSP; (iii) for the purpose of addressing grievances of full-time continuing contract faculty members, CUSP shall establish a standing grievance committee to be comprised of one senior C-Faculty and two NYU T/TTF who have joint appointments in CUSP, each of whom is to be elected by the voting members of the faculty. The voting members of the faculty are CUSP C-Faculty and NYU T/TT faculty with Joint appointments in CUSP. The faculty grievance committee shall not include Deputy Directors or any faculty member whose primary assignment is administrative.

VI.  University Policies
New York University (NYU) policies, and particularly those in the Faculty Handbook, include policies applicable to full-time non-tenure positions. This policy is being implemented by CUSP to supplement NYU’s policies applicable to full-time non-tenure track contract faculty. If at any point these policies are inconsistent with NYU policies, then the NYU policies then in effect will control. As with all NYU policies, these guidelines are subject to change and it is the policies in effect at the time of the action that apply.

Appendix A
Performance Reviews

As part of the performance assessment process for reappointment or promotion, the review committee should consider evidence of accomplishment in the areas of teaching, research and scholarship, service and administration, and professional activity, and discuss where the C-Faculty member can focus efforts to further professional development. The review process should include the C-Faculty member’s Professional Activities Report along with other materials such as:

- Student evaluations of teaching during the appointment period (and end of prior appointment period, if applicable).
- Peer observations of teaching that are conducted annually by a senior member of CUSP during the appointment period.
- Current CV.
- If applicable, summary of applied research and scholarship including research projects, grant proposals, conference papers and publications.

The committee’s written review should indicate specifically the strengths of the C-Faculty member under consideration. Where there are weaknesses, the committee should suggest courses of action to improve performance, which are conveyed to the member in writing by the Deputy Director. Because C-Faculty member responsibilities vary based on position, specific evidence of excellence and achievement will differ by their role at CUSP.

Suggested Activities to be Included in the Review Process

Teaching
- Evidence of satisfactory teaching includes an assessment on the dimensions of the (a) substantive and (b) pedagogical aspects of teaching.
- Efforts toward continuous teaching improvement and development of instructional innovations may also be included.
- Evidence of performance in classroom teaching, curricular planning and development, and the mentoring of students.

Research and Scholarship
- Evidence of leading research projects and/or participating in the conduct of novel research.
- Demonstrated grant-seeking activity detailing efforts and accomplishments at obtaining external funding in support of traditional research and student projects.
- Evidence of conference papers, publications and presentations that contributes to CUSP’s research mission.

Service & Administration
- Demonstrated spirit of willing cooperation to take on committee and/ or project assignments within CUSP.
- Participation in professional organizations or service to outside groups, and involvement with CUSP’s outreach efforts.
- Documentation of CUSP-relevant consulting activities.
Appendix B
Sample Reappointment Summary Form

RECOMMENDATION FOR C-Faculty REAPPOINTMENT
(with or without promotion)

Name:
Title:
Unit: Center for Urban Science & Progress
Recommended Number of years for Reappointment Contract:
Recommended Course/Grant Load:

List of supporting materials used in review:
• Summary of most salient contributions in teaching, research and scholarship and professional activity (required)
• Professional Activities Form(s) (required)
• Current CV (required)
• Course evaluations, peer observations, and syllabi (required)
• Professional portfolio (showing publications) during the appointment period
• Other discipline based evidence

Deputy Director’s Assessment
As you provide your assessment of your faculty member in each of the areas below, we ask that you please consult Appendix A of these Guidelines.

A. Teaching Summary (please provide an overview of the C-Faculty member’s teaching effectiveness such as course evaluations, letters from students, teaching awards, etc.):

B. Research and Scholarship Summary (please provide a summary of the member’s research and grant seeking contributions to CUSP and the university.

C. Professional Activities Summary (please provide a summary of the faculty member’s professional activities such as appointments and memberships in professional societies, presentations, honors, and awards):

D. Summary of basic arguments substantiating recommendation for reappointment, including a statement of future potential